



Louisiana Housing
Corporation

**Louisiana Emergency Rental
Assistance Program**

**Landlord & Property
Owner Factsheet**



Landlords and Property Owners, Your Role is Important.

Thousands of rent-burdened families and individuals across the State are in desperate need of emergency rental assistance to remain in their homes. As a landlord or property owner, you are Louisiana's greatest asset to ensuring your tenants have a safe, decent, and affordable place to live at a time when shelter is more important than ever.

Your participation in the Louisiana Emergency Rental Assistance Program presents an opportunity for the public-private sector to demonstrate our ability to come together during difficult times. The need is great, but so is the level of compassion and concern we have for each other, which is why it's important for us to work together to bring this critical resource to Louisiana's most vulnerable households.

Thank you for helping us make sure that your tenants have the information needed to successfully apply for emergency rental assistance. Your participation could be the difference in Louisiana families maintaining access to secure housing.

We can't do this without you!



About the Louisiana Emergency Rental Assistance Program

On July 16, 2020, Governor John Bel Edwards announced that the Louisiana Housing Corporation (LHC), in partnership with the State of Louisiana Office of Community Development, created the Louisiana Emergency Rental Assistance Program (LERAP) to provide rental assistance to families facing financial hardships as a result of the coronavirus pandemic.

LERAP is designed to help rent-burdened households who have experienced financial hardship as a result of shutdowns, closures, layoffs, reduced work hours, or unpaid leave due to the COVID-19 health crisis.

This program will provide financial assistance to Louisiana renters who are behind on their rent and/or at imminent risk of eviction due to COVID-19.

Eligible renters will receive assistance that covers their monthly rent for up to three months in a one-time, lump-sum payment made directly to property owners or management companies. The eligible amount to be paid is dependent upon income, household size, and fair market rent prices.

Monthly emergency rental payments will be paid according to the amount on the lease agreement, not to exceed the fair market rents for a designated area.



The Application Process

Step 1: Tenant completes an online intake form at larenthelp.com.

Step 2: An LHC representative contacts the tenant and landlord to continue the application process if the tenant receives preliminary eligibility.

Step 3: The tenant and landlord are required to submit additional documentation to determine final eligibility.

Step 4: For approved applications, rental payment(s) are sent directly to the landlord or property owner.

NOTE: It is important to remember that payments are made after all of the required documentation is submitted by the applicant and the landlord.

Landlord Requirements

For the tenant to participate, you must:

- Be current on taxes
- Agree not pursue eviction for non-payment while receiving rental assistance
- Waive all late fees or penalties for past due rent and during period in which LERAP is covering rental payments
- Accept the rental assistance payment

Participating Landlords/Property Owners Are Prohibited From:

- Requiring, pressuring, coercing, or otherwise causing the tenant to pay any additional amount to you for rent above what is paid to you by LERAP to cover the applicable months.
- Accepting payments outside of the LERAP payments for the months agreed upon.

NOTE: Violating this agreement can lead to the LERAP monies being recouped by LHC for non-compliance.

By participating in the program, you:

- Acknowledge that your tenant is applying for rental assistance through the Louisiana Emergency Rental Assistance Program and that the funds provided will go only toward rent payments for your tenant.
- Agree that any monies provided to you through this program beyond what is owed must be used towards future rent payments for your tenant.
- Agree not to evict the tenant for non-payment of rent for the months for which the payment is made. This protection from eviction does not extend to evictions due to other non-compliance with the lease provisions or failure to pay rent for other months' rent not covered in this program.

NOTE: Participating in LERAP does not permanently lower the price of rent. The tenant is responsible for resuming their standard rental payment after the agreed-upon time period.



Your Required Documentation

You are required to complete the following documents to participate in LERAP.

- [Request for Unit Approval](#)
- [Lease Agreement](#)
- [Lease Addendum](#)
- [Owners Breach of Rental Assistance Contract](#)
- [Rental Assistance Contract](#)
- [W9 \(2\)](#)
- [Direct Deposit Information](#)

Tenant Requirements

To apply, tenants must submit:

- A completed application
- A valid and current written lease signed by the landlord
- A written statement that describes how the household's financial situation has changed
- A valid ID that matches the name on the lease
- Additional documentation as needed.

Tenant Income Limits (cannot exceed per household size)

- | | |
|---------------------|---------------------|
| • 1 Person \$13,500 | • 5 Person \$20,850 |
| • 2 Person \$15,450 | • 6 Person \$22,400 |
| • 3 Person \$17,350 | • 7 Person \$23,900 |
| • 4 Person \$19,300 | • 8 Person \$25,450 |

Income guidelines apply to current household income related to COVID-19 income loss.

Tenant Requirements

- Renting an apartment or house in Louisiana
- Have a valid and current written lease signed by the landlord
- Have lost income because of COVID-19
- At risk of being evicted
- Income is at or below 30% of the Area Median Income (AMI)

Tenants are not eligible if:

- Currently reside in housing funded or owned by public housing authorities, the U.S. Department of Housing and Urban Development (HUD), or the U.S. Department of Agriculture (USDA)
- Receive other government rental assistance (Section 8/Housing Choice Vouchers, Permanent



Tenant Required Documents

- Required Document Checklist
- Program Application
- Authorization for Release of Information
- Louisiana Services Network Data Consortium Release of Information
- Annual Income Self Certification
- Disclosure of Identity of Interest
- Participation Agreement
- Rental Assistance Voucher



Frequently Asked Questions

What type of program is LERAP?

LERAP is a federally-funded program that provides one-time emergency rental assistance to renters who are at imminent risk of eviction because of shutdowns, closures, layoffs, reduced work hours, or unpaid leave due to the COVID-19 health crisis.

LERAP will pay up to three months of emergency rental assistance directly to the landlord in one lump-sum payment on behalf of the tenant.

Will participating in LERAP automatically enroll me in other rental assistance programs such as Section 8?

Participating in LERAP will not enroll the landlord or tenant in other rental assistance programs.

Will I receive the full amount of rent due?

LERAP payments will provide assistance for up to the Fair Market Rent (FMR) for the area where the apartment or home is located.

When will I receive payment?

Payments are made approximately 30 days after all of the required documentation is submitted by the applicant and received from the landlord.

What is Fair Market Rent?

Fair Market Rents (FMRs) are used to determine payment standard amounts for rental units subsidized by the U.S. Department of Housing and Urban Development. FMRs, which are calculated and published annually at www.huduser.gov, are based on the unit location and size, i.e., the number of bedrooms and bathrooms.

In general, the FMR for an area is the amount needed to pay the gross rent of privately owned, decent, and safe rental housing of a modest (non-luxury) nature with suitable amenities.

As a federally funded program, LERAP payments are limited to the area's FMR. For example, the landlord and tenant may have an existing lease agreement for a three (3) bedroom unit for \$1,200 a month. If the FMR for a three (3) bedroom unit in the tenant's area is only \$900, the LERAP program will only be able to pay \$900 as the full rental amount for that unit. Landlords who accept this agreement with LERAP must agree to accept the FMR as full payment for the months covered in this agreement.

Required Document At-A-Glance

This list contains all of the documents that are required to participate in LERAP. The documents have been segmented into packets making it easier distinguish between the landlord/property owner and tenant forms.

Keep in mind that payments are made after all of the required documentation is submitted by the tenant and the landlord/property manager.

Tenant Required Documents Packet

- Required Document Checklist
- Program Application
- Authorization for Release of Information
- Louisiana Services Network Data Consortium Release of Information
- Annual Income Self Certification
- Disclosure of Identity of Interest
- Participation Agreement
- Rental Assistance Voucher
- Request for Unit Approval*
- Lease*
- Lease Addendum*

*These documents require both the tenant and landlord signature.

Landlord & Property Manager Required Documents Packet

- Request for Unit Approval
- Lease Agreement
- Lease Addendum
- Owners Breach of Rental Assistance Contract
- Rental Assistance Contract
- W9 (2)
- Direct Deposit Information

LHC Required Documents

- HQS Inspection - Owner's Self Certification (LHC)
- HUD-Issued HOME TBRA Suspension & Waiver Memorandum (LHC)



Document Submission Options:

1. **Email:** Return documents by email to LaRentHelpMyDocs@lhc.la.gov. Include your name and application number in the subject line.
2. **Mail:** Return documents by mail to Louisiana Housing Corporation
ATTN: LERAP
2415 Quail Drive
Baton Rouge, LA 70808
3. **Fax:** Return documents by fax to (225) 763-8705. Include a cover sheet with your name and application number.

About Louisiana Housing Corporation

The mission of the Louisiana Housing Corporation is to ensure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy-efficient housing.

Each day this ongoing challenge is met by a dedicated staff of professionals who allocate federal and state funds to help low-to-moderate income citizens make their housing dreams a reality.

The LHC was created in 2011 when the Louisiana Legislature merged the Louisiana Housing Finance Agency with housing programs from other state agencies. This move centralized Louisiana's housing programs into one agency to streamline how the state addresses its housing needs, avoids duplication of efforts and improves service to the general public.

The LHC administers federal and state funds through programs designed to advance the development of energy efficient and affordable housing for low and moderate income families, drives housing policy for Louisiana and oversees the state's Disaster Housing Task Force.



For questions or more information, please contact:

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